

# STATE OF WISCONSIN

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## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Mark Miller  
Representative Mark Pocan

Date: November 30, 2009

Re: Department of Agriculture, Trade & Consumer Protection Non-Federal Gifts and Grants Expenditures Report

Attached is a report on non-federal gifts and grants expenditures from the Department of Agriculture, Trade & Consumer Protection, pursuant to s. 20.907(1m), Stats.

The Department of Agriculture, Trade & Consumer Protection must submit annually pursuant to s. 20.907(1m), Stats., a report on non-federal gifts and grants expenditures to the Joint Committee on Finance.

This report is being provided for your information only. No action by the Committee is required. Please feel free to contact us if you have any questions.

Attachments

MM:MP:jm



## STATE OF WISCONSIN

*Department of Agriculture, Trade & Consumer Protection*

*Division of Management Services*

MEMORANDUM

*Bureau of Finance*

*(608) 224-4800*

Date: November 23, 2009

To: The Honorable Mark Miller, Senator  
Co-Chair, Joint Committee on Finance

✓ The Honorable Mark Pocan, Representative  
Co-Chair, Joint Committee on Finance

Steven Censky, State Controller  
Department of Administration

From: Karen Van Schoonhoven, Director, Bureau of Finance *Karen Van Schoonhoven*  
Department of Agriculture, Trade & Consumer Protection

Subject: **Gifts and Grants Report**

As required by section 20.907(1m), Wis. Stats., I am submitting our agency report for FY 2008-2009 expenditures from funds received as gifts and non-federal grants.

Alice in Dairyland is the statewide ambassador for agriculture and various organizations supply funds for Alice to promote their products statewide.

If you need further information, please contact me at 224-4800.

cc: Rod Nilsestuen, Secretary, Dept. of Agriculture, Trade & Consumer Protection  
Arden Rice, State Documents Librarian, Legislative Reference Bureau

Submitted By: <u>Karen Van Schoonhoven</u>	Date: <u>11-23-09</u>
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## Report of Non-Federal Gift and Grant Expenditures Instructions

This section was created by 1989 Wisconsin Act 50.

SECTION 1. 20.907(1m) of the statutes is created to read:

20.907(1m) Reporting. State agencies shall, by December 1 annually, submit a report to the joint committee on finance and the department of administration on expenditures made by the agency during the preceding year fiscal year from nonfederal funds received as gifts, grants, bequests or devises. The department of administration shall prescribe a form, which the department may modify as appropriate for the various state agencies, that each state agency must use to report its expenditures as required under this subsection. The form shall require the expenditures to be reported in aggregate amounts as determined by the department of administration. The report shall also include a listing of in-kind contributions, including goods and services, received and used by the state agency during the preceding fiscal year.

### INSTRUCTIONS

This report must be submitted on an annual basis, no later than December 1, to the Joint Committee on Finance - State Senate Co-Chair Mark Miller, Room 317 East, State Capitol, PO Box 7882, Madison, WI 53707 and Assembly Co-Chair Mark Pocan, Room 309 East, State Capitol, Madison, WI 53708 and to the Department of Administration, Division of Executive Budget & Finance, State Controller's Office, 101 E. Wilson St., 5<sup>th</sup> fl, Madison, WI 53703.

Computer reports will be accepted providing the information is formatted as the form prescribes.

A separate form/report must be prepared for each fund.

PROGRAM is a broad category of similar services for an identifiable group or segment for a specific purpose.

PURPOSE is a breakdown of the program into units which identifies more specifically services or segments of the program.

FY EXPENDITURES must reflect aggregate expenditures related to the fiscal year that just ended for the program/purpose as listed in the first column. Insert the fiscal year in the heading.

IN-KIND CONTRIBUTIONS should be listed as they relate to a specific program/purpose. Values should not be listed for in-kind contributions.

"In-Kind Contributions" includes but is not limited to donations of appliances, artwork, animals, vehicles, equipment, contrivances, fixtures, furniture, materials, tools, supplies, fuels, utilities, rental fees, real property, buildings, structures, services such as training, supervision, administration, professional or technical support, transportation, or insurance liability coverage.